

Chapter 20: Overhead and Teams

Overhead Mobilization and Demobilization

Personnel must be requested by the description found in the Wildland Fire Incident Management Field Guide, PMS 210, April, 2013, <http://www.nwcg.gov/pms/pubs/pms210>, the National Incident Management System (NIMS) Wildland Fire Qualification System Guide, PMS 310-1, NFES 001414 or other agency approved qualifications guides.

CWICC dispatches federal and state resources to incidents throughout Central Washington. Dispatching procedures are as follows for the different agencies:

Federal Procedures: CWICC personnel will contact district duty officers about the availability of fire personnel for overhead assignments. District duty officers will also be contacted about the availability of district militia for overhead assignments. Individuals will not be contacted directly.

State Procedures: CWICC personnel will contact individuals directly about their availability to take an overhead assignment. If individuals cannot be reached, then the district duty officer will be contacted. It is the responsibility of the individual to confirm with their supervisor about their availability.

Mobilization for Local Incidents

Overhead resources will be ordered through Central Washington Interagency Communication Center (CWICC) for all incidents that occur within CWICC's dispatch boundary. Overhead resources that serve in an initial attack capacity will be tracked in WildCad, not in ROSS. For incidents that transition into an extended attack or incident management team situation all overhead resources will be ordered through ROSS. Individuals will be given a valid resource order prior to leaving for the incident. Units filling requests for personnel are responsible for ensuring that personnel are qualified for the position and that all performance criteria are met.

Mobilization for Non-Local Incidents

CWICC routinely receives resource orders to support incidents outside of the area and across the nation. Northwest Coordination Center, DNR Wildfire Division, and neighboring dispatch centers will send resource orders to CWICC through ROSS. CWICC will query for available resources in ROSS and attempt to fill resource orders as they are received. DNR resources showing available nationally in ROSS will be contacted directly about availability. Federal duty officers will be contacted about the availability of their resources. If the resource requires air or ground travel transportation, those arrangements will be made by CWICC personnel through the agency's travel company.

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Resource Ordering

If a request requires individuals to be self-sufficient for the duration of the assignment, they must be able to procure food, lodging, and local transportation. CWICC personnel will not procure these items for individuals at any time.

Name requests for suppression or all-hazard incidents should be rare and are only appropriate for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies). The requesting official must provide adequate documentation as to why a specific individual needs to be ordered, especially if there are available qualified resources closer to CWICC.

Name request for Geographic Area Priority Trainee positions will be justified within special needs as being approved by the Geographic Area Priority Training Coordinator and will be processed without delay.

Unless specifically excluded, ADs and private contractors will be accepted for suppression and severity orders.

It is strongly encouraged that resources do not travel between 0500 and 2200.

Administratively Determined (AD) Employees

CWICC hosts a large number of AD, or casual hire, employees. These individuals do not have a duty officer and can be contacted directly about any potential assignments. However, before an AD can leave for an assignment they need a signed Casual Hire form. The following individuals have AD Hiring Authority:

- Taija Corso (Primary contact)
- Jason Heinz
- Megan Kephart
- Brant Stanger
- Erin Ely
- Maureen Hanson

Taija Corso manages the AD time and travel program and is physically located at the Wenatchee Supervisor's Office. Email a completed resource order to Taija and he will ensure that a casual hire form is completed and passed onto the AD. If Taija is unavailable, contact another individual with hiring authority. It is imperative that an AD does not leave the area without a signed and valid casual hire form. Should an AD be reassigned while on assignment a new casual form is not required.

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Incident Management Teams

Incident Management Teams (IMTs) will be ordered through CWICC after the order is approved by an agency line officer or agency administrator. IMTs will be ordered as a short/long Type 1, Type 2, or NIMO team. The following will be identified before CWICC creates the resource order in ROSS:

- Location of ICP
- Time and location of the team in-briefing
- Agency administrator name and contact information

Type 1 and Type 2 Incident Management Teams

The Northwest geographical area hosts two National Type 1 IMTs and eight Type 2 IMTs. All resource orders for Type 1 and Type 2 Incident Management Teams will be placed directly to Northwest Coordination Center, regardless of jurisdiction. Due to team rotations, a northwest team may or may not be dispatched to Central Washington incident.

CWICC Expectations

After a Type 1 or Type 2 Incident Management Team is assigned, CWICC or expanded personnel will do the following:

- Verify that a caterer, shower, and 4390 radio kit have been ordered.
- Ensure that the team's Logistics Section Chief or Ordering Manager is contacted and the team's pre-cut order is verified.
- The CWICC Center Manager, and or an Assistant Center Manager, will attend the team in brief along with the Expanded Dispatch Supervisor, if applicable.
- Communication between CWICC, expanded, and the IMT will remain open at all times. If any issues arise, they will be dealt with immediately, in a calm and courteous manner.

Type 3 Incident Management Teams

CWICC hosts one Type 3 Interagency Incident Management Team that is comprised of employees from the Southeast Region DNR, Okanogan-Wenatchee National Forest, Spokane BLM, and local fire districts. The Type 3 IMT rotates each Tuesday at 0800 and the IC for that week is responsible for selecting their team members ahead of time. The IC is responsible for providing his/her team roster to CWICC by 0800 each Tuesday.

Buying Teams

All agencies dispatched by CWICC have local procurement staff and it should be a rare event that CWICC personnel are asked to use their purchase card to make a purchase for the field. In the event of a large fire and the amount of purchasing exceeds that of the local procurement staff, a buying team will most likely be ordered. The decision to order a buying team lies with the CWICC Center Manager and the

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agency's Incident Business Advisor. If a Buying Team is ordered, they will be co-located with expanded dispatch on the CWICC compound. The Buying Team Leader will report directly to the Agency Administrator, Incident Business Advisor, or CWICC Center Manager.